

EMPLOYMENT OPPORTUNITY

20 East Sixth Street • Tempe, Arizona 85281 • 480/350-8276 • TDD 480/350-8400
<http://www.tempe.gov>

Committed to Equal Opportunity and Reasonable Accommodation



COURT SERVICES SPECIALIST I/II (Tempe Municipal Court – Criminal & Civil Division)

OPENING DATE: December 6, 2004

CLOSING DATE: December 13, 2004

ANNUAL STARTING SALARY

CSS I: \$28,261

CSS II: \$31,991

Both the level I and II are currently FLSA Non-Exempt – eligible for overtime compensation and/or compensatory time.

MINIMUM QUALIFICATIONS

Level I requires equivalent to two (2) years of full-time general clerical experience, including some public service contact, preferably in a court or law office, **or** one year of responsible clerical or customer service experience in a court, plus a high school diploma or its equivalent.

Level II requires equivalent to three (3) years of full-time responsible clerical support experience in a court, including considerable public service responsibility, plus a high school diploma or its equivalent.

PREFERRED QUALIFICATIONS

In addition to above, bilingual (Spanish/English) verbal and written communication skills are also desirable.

ADDITIONAL REQUIREMENTS

Successful completion of probationary period is contingent upon passing a FBI background investigation.

REPRESENTATIVE DUTIES

- Organize and prepare the court docket; arrange hearing, trial and sentencing dates with attorneys and defendants; coordinate court dates with police personnel; distribute trial calendars.
- Prepare and review a variety of court documents including notices of trial dates, delinquencies in payments, refunds, forfeitures, revocations, judgments, dispositions and court calendars; file and reclaim file folders and court records.
- Issue, record and process warrants; research computer data for prior warrants, violations and other pertinent data; prepare "show cause" orders and notifications for payment of bonds; verify indigency status and other matters of record.
- Perform a variety of computer data entry functions, review computer data and correct errors; assist Judges and other staff by recording and dispersing information as requested, calling juries, and providing related clerical support.
- Set, log and notify appropriate parties regarding hearings for motions, evidentiary motions, and domestic violence orders; issue subpoenas for defendants and defense attorneys; issue court summons for witnesses and parties involved in cases; assist in screening applicants for orders of protection and harassment injunctions; assist applicants in completing required forms; update files and forward to appropriate law enforcement authorities.
- Respond to and resolve difficult and sensitive defendant requests and citizen inquiries and complaints; answer questions and provide service and information to the public regarding the policies and procedures of the Court.
- Record monies posted for bonds, civil deposits, public defender, restitution and fines; post cash reconciliation report, compute cash reconciliation's of general ledger and confirm balance sheet; inform violators of amounts due; accept fine payments from defendants; issue receipts for payment; process cash and paper bonds accordingly.
- Type and prepare correspondence, forms and reports such as reinstatement letters, jail commitment orders, check requests and other Court documents for City departments and other governmental agencies; maintain files and records and provide assistance in all areas of court operations as needed.
- Code defaulted citations for license suspension; inform the Department of Motor Vehicles (DMV) of defaulted citations; call jurors and maintain the jury panel; act as bailiff for court actions as required; prepare courtroom, judge's bench and daily paperwork.
- Participate in committees addressing issues related to the court or Tempe; participate in special projects as articulated by the management team; prepare monthly statistical reports as required; may participate in the selection of court staff.

SELECTION CRITERIA

Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. The City of Tempe conducts thorough background checks. **Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.**

RECRUITMENT CODE: 1697

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